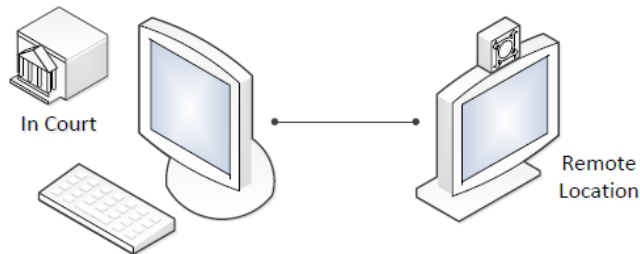




Video Appearances Information Packet for Criminal Hearings



Remote appearances are not mandatory in criminal hearings. However, the court has made video appearances **permissively available in all criminal hearings, excluding Preliminary Hearings and Criminal Trials**. By making a request to appear remotely, defendants are able to participate. For defendants, contact your attorney to make the request. For victims, contact the District Attorney's Office.

This packet outlines the process for submitting a request if you are a private attorney or a defendant who has not retained an attorney or has not yet had an attorney appointed. If your question is not addressed, please go to the Court's Remote Appearances page at

<http://www.placer.courts.ca.gov/RAS.shtml>.

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GENERAL INFORMATION

TECHNOLOGY REQUIREMENTS

You will need one of the following:

- **A computer** (Microsoft, Apple, Dell, etc.) running Chrome version 54 or above, a webcam and a microphone.
- **An iPhone or iPad** running Safari version 12 or above.
- **An Android phone or tablet** running Chrome version 57 or above.
- Headphones and a charger are recommended for all options.

Because a cellular data connection may result in insufficient video and audio quality, **use of a wired connection (for computers) or Wi-Fi connection (phones or tablets) is recommended.**

INFORMATION FOR RETAINED COUNSEL

If you are a private attorney that would like to request to appear remotely, request that your client appear remotely, or appear on behalf of your client, pursuant to Penal Code § 977 and California Rules of Court, Emergency Rule 5, complete Form PL-CR012 and submit the form on the court's website.

COMPLETING REQUEST FORM



You must submit a request to appear remotely **no later than 12pm the court day before the hearing** (for example, by noon on Friday before a hearing on Monday). Visit the [Local Forms page](#) on the court's website and download form **PL-CR012 – State of Emergency: Request to Appear Remotely (Criminal)**.

Before signing the form, it is important to note:

1. By signing either:
 - a. You are giving knowing and voluntary consent to appear remotely through the Court's remote appearance system.
 - b. You are acknowledging you have consent from your client to appear remotely, pursuant to Penal Code § 977 and California Rules of Court, Emergency Rule 5.Be sure to select the checkboxes that relate to the request you would like to make.
2. If both you and your attorney/client are appearing remotely, you must have a means of communicating privately and confidentially.
3. To appear by video, you must be located **indoors with limited background noise and distractions**, and have a **clear audio and video** stream. The court can, at any time, terminate the video because of a delay due to disruption, noise, misconduct, communication problems, technical problems, or another issue. If you are not available when your case is called, the video appearance can be terminated.
4. If the video appearance is terminated, the court may continue the hearing and require a personal appearance for the next hearing.
5. Photography, recording, and broadcasting, except as provided in California Rules of Court, Rule 1.150, is prohibited. The video of your appearance is not recorded or saved by the court.

SUBMITTING THE REQUEST

Complete Form PL-CR012 and submit the form to the court online. Click [here](#) if you are reading this on your device to go directly to the submission page. Or:

1. Visit the court's website and select *Contact Us*, located in the top right corner. On this page, select  [E-Mail](#) for Criminal.
2. Visit the court's website and select *Remote Appearance System*. From here, select  and find the link "**Submit PL-CR012 Online**".

Complete the online form and use the upload file button to add your PL-CR012 form and follow the remaining prompts.

When the court receives the request, the remote appearance will be scheduled. Please note that for arraignments you may not receive an immediate response from the court. The court may hold your request until the day prior to your arraignment date to ensure you are scheduled in the correct courtroom and avoid sending you multiple confirmations.

ON THE DAY OF THE HEARING

Prior to the hearing, you will receive a confirmation email. Follow the URL provided in this email at the start of the court calendar the day of the hearing. You will be automatically connected to the conference at the time of the hearing. Here is an example:

Virtual Appearances Scheduled

	Event Date & Time	Dept	Case Number	Event Description	Amount Paid	Conference ID*	Conference PIN
	1/15/2019 2:30 PM	D201	S-DR-0000001	Court Trial: Short Cause	\$97.00	17215213	2918

URL

Note: There is no fee for a remote appearance in criminal cases.

REMINDERS

- When you first join the call, you may be put on hold until the hearing begins. This does not mean an error has occurred. The clerk will know when you join.
- You should be in a quiet, indoor location.
- See the Court's [Remote Appearances FAQ Page](#) for more information.